

LAFAYETTE MANOR COMMITTEE MEETING

Tuesday, April 26, 2016

Meeting Time: 5:00 PM

Attending Committee Members & Manor Staff

Larry Ludlum, Chairman

Gerald Heimann

Tony Ruesga

John Perkins

Kenny Taylor

Vicki Whitford - Excused

Julie Chikowski, ADM

Peggy Rolli, A. ADM

Jill Boelk, HRC

Call to Order -

The Lafayette Manor Committee Meeting was called to order at 5:00 p.m. by Larry Ludlum, Chair. All Committee members were present, with the exception of Lay member Vicki Whitford, who was excused.

Posting -

Jill Boelk reported that the meeting agenda was posted at the Court House, Memorial Hospital, Lafayette Manor, submitted to the County Clerk's Office for posting on the County website (along with the not yet approved March 29, 2016 meeting minutes), and submitted to the R.J.

Minutes -

A motion was made by Gerald Heimann, and seconded by John Perkins, to approve the March 29, 2016 meeting minutes, as written. The motion carried unanimously.

Approval of Agenda -

A motion was made by Kenny Taylor, and seconded by Gerald Heimann, to approve the April 26, 2016 agenda as presented. The motion carried unanimously.

Public Comment -

There was no comment from the public.

Lafayette Manor Financial Notes –

Julie Chikowski reported that there is no Financial Report. She stated we need to figure out how we are going to get our financials completed. The past three years we've had a joint Finance Manager doing both the hospital and manor financials. We've realized that we need someone to do the upper level financials for the Manor and we need a full-time Finance Manager for the hospital. We completed the audit for both the hospital and the manor. We've contracted with Joe Svetlik from Rural Wisconsin Health Cooperative at this time to help get out cost reports done. There's a cost report for the Hospital due in May and two cost reports for Medicare and Medicaid due in May for the Manor. Joe, Nicola, Kathy and Julie are working on getting the cost reports completed. We've advertised for the Finance Manager position at the hospital and in the meanwhile, Nicola will be working with Joe Svetlik and Leading Age to do the Medicaid cost report. Julie stated that the four things we need from an upper level financial person is the audit completed, budget completed, cost reports completed and monthly financials. We need someone with financial expertise to finalize budget cost reports and monthly financials. Nicola will be doing these for us for a couple of months.

Audit of Bills – Presented by Julie Chikowski

Julie Chikowski went over some of the submitted bills.

A motion was made by Gerald Heimann, and seconded by Tony Ruesga, to approve the bills as presented. The motion was carried unanimously.

Utilization Report –

The following admission and pay source information was submitted for March 31, 2016:

March 31, 2016	
Admission / Discharge Report	
Total Admissions	3
Total Discharges	3
Charges Report	
Pay Source: Medicare Part A	5
Medical Assistance	37
Private Pay	17
Insurance	1
Average Daily Census	57

Management Report –

HVAC System –

Julie Chikowski reported that currently we have 2 bids. This is going to run us right around \$50,000 dollars. Jim Lange has reached out to the company that did the County K Building. Once we get those bids we will be bringing them back.

Laundry Update -

Julie Chikowski reported that she received 2 bids for the laundry service at Lafayette Manor and Memorial Hospital from Superior and Aramark. The bids are not apples to apples so were really trying to figure out what is the best bid. There's a per pound price and a per piece price, charges for specific services that one has but not the other. We will come back with recommendations next month.

Stretcher / Crash Cart -

Julie Chikowski reported they are waiting on bids. It's over five thousand dollars. Jim Lange is working on getting bids. He hasn't gotten all the bids on it yet.

Finance Director Position –

Julie Chikowski reported that Nicola Maurer is doing the Manor's upper level financials currently. Julie and Nicola are working on a proposal to bring back next month.

Auxiliary Report –

Peggy Rolli reported that the Lafayette Manor Auxiliary includes quarterly meetings. It was founded 16 years ago with Lucille Taylor as the first President of the organization. The group has donated many useful items to benefit the residents. Most recently, new furniture for the sun room and a bariatric shower chair. The big fundraiser is the Fall Cook-Out. It is held in September. The auxiliary president is Mary Knellwolf.

Marketing Report –

Peggy Rolli presented the Marketing Report; stating that the following photos with articles has been submitted to the Republican Journal:

April 2016

- An article regarding Gladys Taylor reaching 100 years old.
- The American Legion bingo party
- Holy Rosary confirmation class assembled Easter baskets with numerous items for all members.
- Willow Springs 4-H Club decorated an Easter tree in the sun room.

A picture is pending of the auxiliary with the new furniture.

The Manor staff person to be featured in the MHLC newsletter for the month of May is Kyle Jorgenson, CNA. Kyle is an energetic asset to the residents and may be interested in the newly approved Med Tech position. Kyle joined the Lafayette Manor in September of 2014.

OT & Staffing – Reported by Jill Boelk

Overtime Expenses dropped in the month of March, with March OT totaling \$9,629.72. The current staff continues to step up, working additional shifts, to ensure the safety and well-being of our residents, which is greatly appreciated.

Personnel / Payroll Report – Reported by Jill Boelk

Family / Medical Leaves

- 1 - ADA Accommodation
- 1 – Intermittent FMLA Leave; April 18, 2016 – July 4, 2016

STAFFING

Tanner Wiegel	CI/CNA	New Hire: 4/1/2016	Fill-In/NB–College Student
Judy Arn	FT/DON	New Hire: 4/4/2016	Full-Time - DON
Paige Weber	FT/CNA	New Hire: 4/7/2016	Full-Time – CNA – NOC
Samantha Barnes	CI/CNA	New Hire: 4/11/2016	Fill-In/NB–High School
Joanna Ford	FT/CNA	Separation of Employment: 4/11/16	Full-Time – CNA – PM
Leah Stocks	FT/RN	Separation of Employment: 4/14/16	Full-Time – RN - Days
Christy Price	PRN/RN	New Hire: 4/14/2016	PRN Status - RN – NOC
Randy Buschor	FT/Maint.	Retirement: 4/25/2016	Full-Time – Maintenance Asst.

Workman's Compensation January 1, 2016 – March 31, 2016

- 6 – First Report of Injury - No Reportable Time Off

76 Total Employees:

- 40 Full-Time
- 10 Part-Time
- 26 Fill-In Status

Agenda Items for Next Meeting –

The following agenda items were suggested for the upcoming meeting:

1. HVAC System
2. Laundry
3. Stretcher/Crash Cart
4. Finance Director Position

Date of the Next Meeting –

The next Manor Committee meeting is scheduled for:

**Tuesday, May 24, 2016
5:15 PM MEETING**

**LOCATION:
Lafayette Manor – 1st Floor West Meeting Area**

Adjournment

On a motion made by Tony Ruesga, and seconded by Gerald Heimann, the meeting of the Lafayette Manor Committee was adjourned.

Respectfully submitted by,

Jill Boelk

Jill Boelk
Human Resource Coordinator

JB/jrb